CITY OF KENT POSITION DESCRIPTION

Position Inventory Number: PK694				
Classification Specification: ACCOUNTING TECHNICIAN				
Salary Range: AF25				
Position Description: Accounting Technician				
Incumbent:				
Location: Parks and Recreation Department – Park Maintenance Division				

GENERAL PURPOSE:

Under the direction of the Park and Open Space Superintendent, perform payroll, journal entry and cost accounting functions; and perform administrative support duties not requiring the immediate attention of the assigned supervisor.

Work is characterized by a variety of administrative, technical, accounting, and record-keeping duties including, but not limited to, researching and preparing monthly journal entries into the JDE system; monitoring expenses; processing and maintaining payroll for the division. The incumbent is also responsible for administrative support duties which include, but are not limited to, assisting in budget research and preparation; coordinating communications for the division; assisting with special projects; ordering and maintaining supplies; assisting staff with computer questions, training, uniform orders, and billing; processing personnel changes; and providing work direction to the Office Technician II. The incumbent must be able to comprehend, interpret, and apply detailed information relating to payroll, labor distribution, purchase orders, and budget expenditures.

Work is performed under general supervision. The supervisor defines objectives, priorities, and deadlines and assists incumbent with unusual situations that do not have clear objectives or precedents. The incumbent plans and carries out assignments and handles problems and deviations in accordance with instructions, policies, procedures, and/or accepted practices. Work is evaluated for technical soundness and conformity to practice and policy.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Relieve the Superintendent of a variety of technical, administrative, and clerical support duties through daily one on one meetings regarding subjects such as computer upgrades, storm damage, claims, accident/incident reports, SOP's, personnel concerns, and budget.

Oversee Office Tech II in processing bi-monthly purchase orders, payroll for park maintenance staff, ordering office supplies, and handling petty cash.

Process, log, file, and maintain daily timesheets and bi-monthly payroll time sheets for Parks Maintenance.

Process and balance all phases of equipment distribution for Park Maintenance.

Research and prepare month end journal entries for Park Maintenance including entry into FMS system.

In the absence of Superintendent, may assist the supervisors with administrative, budget, or purchasing issues.

Assist with budget preparation and justifications for Park Maintenance.

Process all personnel paperwork for Park Maintenance including, but not limited to, PCR's, step increases, address changes, new hires, and temporary employee orientation.

Monitor, audit, and reconcile budget expenditures for Park Maintenance.

Develop and maintain spreadsheets to track and research a variety of subjects including, but not limited to, accounts receivable, interfunds and journal entry corrections, overtime, city credit cards, and travel and training expenses.

Schedule training, re-certifications, and conferences for Park Maintenance including, but not limited to, CPR, First Aid, Pesticide Re-Certification, and WRPA and INPRA registrations and meetings.

Answer a wide variety of questions from staff and the public.

Prepare correspondence.

Organize records management and retention, including digital photos.

Maintain park inventory records.

Responsible for transporting city documents; updating designated city bulletin boards.

Become familiar with, follow, and actively support the vision, mission, values, and behavior statements of the department and the City.

PERIPHERAL DUTIES:

Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Basic bookkeeping and accounting principles, practices, and procedures
- Modern office practices, procedures, and equipment
- Municipal organization, operations, policies, and objectives
- Computer software including Word Processing, Spreadsheets, and Power Point
- Effective oral and written communication skills
- Basic administrative research and analysis methods and practices

SKILLED IN:

- Electronic and hardcopy record-keeping techniques and requirements
- Budgeting including preparation, monitoring, transfers, and reporting
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Effectively organizing ideas through the use of oral and written communications
- Demonstrating effective interpersonal relations using tact, patience, and courtesy
- Using proper telephone techniques and etiquette to properly assist a diverse assortment of inquiries and persons
- Composing, editing, and assembling diverse data, correspondence, and reports
- Maintaining inter-related files and records

ABILITY TO:

- Perform clerical and administrative duties and relieve the supervisor of administrative details
- Assist in the preparation and monitoring of the division budget
- Plan and organize work to meet schedules and timelines
- Add, subtract, multiply, and divide quickly and accurately; compute rate, ratio, and percent; and draw and interpret bar graphs
- Understand and follow oral and written instructions
- Establish and maintain effective and cooperative working relationships with others
- Analyzing situations accurately and adopting an effective course of action
- Work confidentially with discretion
- Communicate effectively, both orally and in writing
- Apply the specific rules, policies, and procedures of the Parks Maintenance Division
- Plan, organize, and prioritize work
- Operate a variety of standard office equipment including personal computers

EDUCATION AND EXPERIENCE REQUIRED:

Education: High school diploma, or equivalent, supplemented by some college level courses

in business and accounting; and

Experience: Three (3) years of increasingly responsible accounting, bookkeeping, or related

experience involving the processing and maintenance of complex financial and statistical records including at least one (1) year of experience in municipal or

government accounting.

Or: In place of the above requirements, may possess any combination of relevant

education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities listed above.

LICENSES AND OTHER REQUIREMENTS:

- CPR/First Aid, or ability to obtain within 12 months of employment
- Must successfully pass the city's pre-employment driver's record check and complete the city's defensive driving course; and maintain an excellent driving record

MACHINES, TOOLS, AND EQUIPMENT USED:

Typical business office machinery and equipment used include, but are not limited to, multi-line phones, personal computer, 10-key calculator, copy machine, fax machine, and scanners.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an individual to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit for extended periods of time; use hands to finger, handle, or feel; talk; and hear. The employee frequently is required to reach with hands and arms; and type on keyboard for extended periods of time. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 35 pounds.

Specific vision abilities required by this job include close, distance, and peripheral vision; depth perception; and the ability to adjust focus.

WORKING CONDITIONS:

SIGNATURES:

Work is performed indoors in an office environment within a maintenance shop, subject to frequent interruptions by inter-office activities, telephone calls, and walk-in employees. The noise level in the work environment is usually moderate to loud. The employee is frequently exposed to fumes and/or airborne particles. The incumbent may be exposed to individuals who are irate or hostile.

Incumbent's Signature	Date	Supervisor's Signature	Date
Approval:			
Department Director/Designee	<u>Date</u>	Employee Services Director/Designee Da	
**Note: This desument will	ha raviawa	d and undated annually at	the time of the

**Note: This document will be reviewed and updated annually at the time of the employee's performance appraisal; when this position becomes vacant; or, if the

duties of this position are changed significantly.

Revision History: 7/1/03, 6/30/2009